



LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) **Detailed Financial Report Instructions**

The purpose of this report is to capture, detail, and describe all project expenditures. This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project. You will complete the Detailed Financial Report at the end of the project period.

Completing the Detailed Financial Report

The Detailed Financial Report will be completed in Excel and then uploaded to and submitted via the State Library's online grants management system, Zengine. Please visit the [Manage Your Current Grant webpage](#) to locate the Zengine portal link for your grant opportunity, the Detailed Financial Report form, and a sample of this report.

In consultation with your project support team, complete all applicable fields in the report.

Submitting the Detailed Financial Report

After you have completed your report in Excel, you will upload it to Zengine through the attachments located in the Detailed Financial Report Instructions section of the final reporting. Once you have uploaded the Detailed Financial Report, select the blue Mark Complete button. Once you select this button, your report has been submitted.

Once submitted, the Grant Monitor assigned to your project will review the report. If revisions are needed, your grant monitor notify you, providing revision details and instructions.

Upon approval, an email notification from DocuSign will be sent requesting the Authorized Representative's signature on the report forms. Please follow the DocuSign instructions to complete the electronic signature process. **The report is not considered complete until the DocuSign signature process is complete.**



Further Assistance

Your project support team is available to provide support to you while you complete your reports.

If you need additional assistance completing this report or for questions regarding Zengine, please contact your Grant Monitor.

If you are not sure who your Grant Monitor is, please refer to your project's award letter included in your award packet or contact LSTAGrants@library.ca.gov.

General Reporting Guidance

- Descriptions should be brief and concise while providing enough detail to:
 - Justify the cost by showing how it supported the project
 - Demonstrate that the cost is reasonable
- Pay attention to the funding source categories on the form and ensure you entering costs into the appropriate columns.
- For expenditures that were paid for using a combination of LSTA funds and matching funds or in-kind contributions, please distinguish between the two funding sources in the description (see sample Detailed Financial Report located on the [Manage Your Current Grant webpage](#) for an example).

Salaries/Wages/Benefits

- Position title(s) and full time equivalent (FTE) must be included for each line item in Salaries/Wages and Benefits including positions funded with grant funds and positions funded with Match funds.

Consultant Fees

- For each consultant who contributed to the project, include: their name(s)/firm name(s), a description of their expertise, and a description of their contribution to the project

Travel

- For travel costs, state what the travel was for, the number of travelers and who traveled, and describe the costs included (airfare, lodging, mileage at approved State rate, etc.)



Supplies

- Include the types and quantities of supplies/materials purchased specifically for the project.
- Note: some items, such as program supplies, can be “bundled.” For example, 50 early literacy kits, each containing five picture books, one character puppet, and a tip sheet.
- If you have a line item for a purchase relating to a kit, include the number of kits and/or supplies.

Equipment

- Include the types and quantities of equipment acquired.
- The equipment category should only be used for single items/units costing \$5,000 or more, and these expenses must receive prior approval from IMLS.

Services

- Subscriptions, licenses (including eBooks), and registration fees are Services, not Supplies
- Include here the cost of services provided by contractors and the services provided.

Indirect Costs

- Include here costs for items and activities that contributed indirectly to the project.
- Indirect costs description must:
 - Describe the expenses (e.g. office space, rent, utilities, indirect staffing costs, equipment, etc.)
 - Show how the indirect was calculated